



USAID
FROM THE AMERICAN PEOPLE

JOB VACANCY ANNOUNCEMENT

SECRETARY

The U.S. Agency for International Development (USAID/Philippines) has an immediate need for a Secretary. The incumbent provides secretarial and administrative support to the Environment Office. **This position offers excellent mentoring opportunities from the office's lead secretary, and is ideal for professionals who are just starting a career in the administrative assistant field, who have 2-3 years work experience.**

S/he serves as a principal contact and source of information for the team, and Government agencies, development partners, non-government organizations (NGOs), and implementing partners. Backstops the lead secretary as needed to provide assistance to office staff.

- a. **Program Management Support** - Conducts commodity end-use monitoring at project offices and prepares report on findings and recommendations. Prepares vouchers for reimbursement or cash advance requests submitted by contractors/grantees for administrative approval. Incorporates edits and circulates clearance requests for budget modifications; monitors and reports budget documents and ensures budget obligations are complete. Provides support in preparing briefing documents i.e., Attendance Request Memos, scene setters, travel itineraries, etc. Assembles documents into travel briefing books for project site visits and events. Assists Site Officers during project events and high-level visits by following up on information and documents needed for regular project reporting. Updates Environment Office project briefers, which includes coordinating regular updates and editing briefers. Prepares and distributes weekly Environment Office updates and outreach calendars.
- b. **Administrative Support and Travel** - Maintains the Environment Office calendar of appointments, meetings, conferences and travel plans. Handles travel arrangements for team members, which includes preparation of travel authorizations and country clearance documents; coordinates flight bookings, hotel reservations and vehicle requirements; and prepares travel vouchers and other travel-related reimbursements. Handles logistical arrangements for visitors and manages their appointment and meeting schedules.
- c. **Secretarial Support** - Prepares and drafts correspondence, cables, visa referrals, country clearance and invitations. Arranges correspondence, cables, reports and other documents. Transcribes notes during meetings. Receives and transmits documents; tracks reply letters from team members as well as documents requiring clearances through Mission Offices. Receives telephone calls and directs them to appropriate staff. Prepares requests for procurement of goods and services. Requests office supplies. Makes arrangements for meetings, planning sessions, briefings and conferences. Serves as alternate timekeeper in preparing Time and Attendance report for staff. Maintains an organized filing system and acts as file custodian for program and working files. Handles vital records management and submits periodic reports. Keeps abreast of various procedural requirements like preparation of correspondence and cables, processing of travel authorizations, record management etc.

To be a competitive candidate, the applicant must meet the minimum requirement of each of the **Evaluation Criteria** enumerated below:

- * **Education** (10%) Minimum educational requirement is completion of a college degree in a field related to office administration.
- * **Work Experience** (30%) Minimum of two years of secretarial and clerical experience. At least half of this should have been with an international organization or other organization in an English-language working environment.
- * **Job Knowledge** (25%) Must have general knowledge of office procedures and practices. Must have good working knowledge of file management, handling telephone calls, and correspondence and documents preparation and formatting. A good knowledge or ability to quickly gain knowledge of USAID activities and programs, as well as office systems and procedures.
- * **Skills and Abilities** (25%) Proficient in computer operations (email, internet, Microsoft Word, Excel, Powerpoint, etc). Good organizational skills and interpersonal skills and the ability to multi-task.
- * **Communication Skills** (10%) Fluency in oral and written English and Filipino is required in order to communicate effectively with internal and external contacts.

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan. The salary offer will be based on a combination of the candidate's salary history and of the organization's pay plan and will be within the annual range of Php 411,144.00 to Php 627,305.00.

Notes:

- *Substitution of work experience for the education requirement is not permitted.*
- *USAID reserves the right to reject any and all applicants.*
- *Only short-listed candidates will be notified.*
- *This position is open to Philippine local residents only.*

**Application letter and comprehensive resume must be received
no later than October 14, 2016 via email at aidmnlhr@usaid.gov**